

DEPARTMENT OF GENERAL SERVICES
Records Management Division
Supersedes Schedule 612-58

SCHEDULE
NO. 612-144

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF LICENSING AND REGULATION		Division of Labor and Industry Personnel Unit
AGENCY		DIVISION
Item No.	Description	Retention
1.	<p><u>PERSONNEL FILES</u></p> <p>Personnel files for selected employees containing general personnel information and specific medical history records. Selected employees are safety inspectors from the Railroad, Elevator, Boiler, Amusement Ride, and Maryland Occupational Safety and Health inspection units. All the above selected employees are required to have physicals prior to and during the course of their employment. Retention per 29 CFR 1910.20(d).</p>	Retain for 30 years; then destroy
2.	<p><u>LEAVE CARDS</u></p> <p>These are individual 8½" x 11" cards containing the leave taken by each employee during a calendar year.</p>	Unit retains until termination of employment. Then state record center to retain for 4 years; then destroy
3.	<p><u>CHECK REGISTER AND ETR</u></p> <p>The ETR is the Exception Time Report which is the payroll worksheet upon which each employee's biweekly paycheck is based. The check register corresponds with the ETR on a biweekly basis and contains the salary information on a biweekly and a year-to-date basis including federal and state taxes, FICA, and medical, union, credit, and retirement deductions with their corresponding codes.</p>	Retain for 3 years or until all audit requirements have been fulfilled; then destroy
4.	<p><u>TIME SHEETS</u></p> <p>These are the 8½ x 11" biweekly time sheets per individual. This is the documentation from which the time cards are posted.</p>	Retain for 5 years; then destroy
5.	<p><u>SICK LEAVE REPORTS</u></p> <p>These are the monthly reports submitted by each section. They include each employee's monthly and year-to-date usage of sick leave and occurrences.</p>	Retain for 3 years and until all audit requirements fulfilled; then destroy

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

9-9-92 [Signature] Director 10/19/92 [Signature] State Archivist

STANDARDS AND INTERPRETATIONS

ative (individual or organization) that is authorized to receive the released information,

(e) a general description of the medical information that is authorized to be released,

(f) a general description of the purpose for the release of the medical information, and

(g) a date or condition upon which the written authorization will expire (if less than one year).

(ii) A written authorization does not operate to authorize the release of medical information not in existence on the date of written authorization, unless this is expressly authorized, and does not operate for more than one year from the date of written authorization.

(iii) A written authorization may be revoked in writing prospectively at any time.

(11) "Toxic substance or harmful physical agent" means any chemical substance, biological agent (bacteria, virus, fungus, etc.), or physical stress (noise, heat, cold, vibration, repetitive motion, ionizing and non-ionizing radiation, hypo- or hyperbaric pressure, etc.) which:

(i) is regulated by any Federal law or rule due to a hazard to health,

(ii) is listed in the latest printed edition of the National Institute for Occupational Safety and Health (NIOSH) Registry of Toxic Effects of Chemical Substances (RTECS) (See Appendix B),

(iii) has yielded positive evidence of an acute or chronic health hazard in human, animal, or other biological testing conducted by, or known to, the employer, or

(iv) has a material safety data sheet available to the employer indicating that the material may pose a hazard to human health.

(d) Preservation of records.

(1) Unless a specific occupational safety and health standard provides a different period of time, each employer shall assure the preservation and retention of records as follows:

(i) **Employee medical records.** Each employee medical record shall be preserved and maintained for at least the duration of employment plus thirty (30) years, except that health insurance claims records maintained separately from the employer's medical program and its records need not be retained for any specified period;

(ii) **Employee exposure records.** Each employee exposure record shall be preserved and maintained for at least thirty (30) years, except that:

(a) Background data to environmental (workplace) monitoring or measuring, such as laboratory reports and worksheets, need only be retained for one (1) year so long as the sampling results, the collection methodology (sampling plan), a description of the analytical and mathematical methods used, and a summary of other background data relevant to interpretation of the results obtained, are retained for at least thirty (30) years; and

(b) Material safety data sheets and paragraph (c)(5)(iv) records concerning the identity of a substance or agent need not be retained for any specified period as long as some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least thirty (30) years; and

(iii) **Analyses using exposure of medical records.** Each analysis using exposure or medical records shall be preserved and maintained for at least thirty (30) years.

(2) Nothing in this section is intended to mandate the form, manner, or process by which an employer preserves a record so long as the information contained in the record is preserved and retrievable, except that X-ray films shall be preserved in their original state.